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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 17 November 1955

FROM : Chief, Printing Services Division

SUBJECT: Weekly Activity Report

1. GENERALa. Plant Operations - (continued item)

Incoming workload has increased in the Photography Branch and has remained at approximately the same level in the balance of the plant. Schedules are being met and no overtime will be required to maintain currency of work.

b. Rush Work - (continued item)

Among other rush jobs a color map for an NIE was printed in two days so as to be available for a meeting on 14 November 1955, and enlargements of an aerial photography for the Building Committee was delivered in one day.

A rush job consisting of 91 pages of manuscript and eight 3 color charts is being printed for the Operations Coordinating Board on a reimbursable basis.

c. DD/P Work - (continued item)

All work is completed on the Cyrillic booklets and they are now being readied for delivery. Complete delivery is expected to be made by next Thursday, the scheduled delivery date.

2. PROJECTS AND STUDIES IN PROCESSa. Review of OCI Publications and Procedures and Methods in the Que Building Plant - (new and continued item)

A review is being made of all OCI publications with a view to determining possible improvements in format and short cuts in methods of production. In connection with this survey, all procedures, methods, equipment, working hours of employees, etc., in the Que Building Plant are being reviewed. This study is being made in view of the continuing increase in the workload in the Que Building Plant and the efforts of this Division to reduce overtime to an absolute minimum while remaining within established personnel ceilings.

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b. Study of Agency Graphics Facilities - (continued item)

The study of the Agency graphics facilities which was recommended by the Inspector General in his report of survey of the Logistics Office is continuing. The facilities of OTR, SS/A, and DDP/FI have been reviewed during the past week.

c. Accounting for Materials Furnished GPO State Service Office - (new and continued item)

The Agency furnishes a substantial amount of materials, paper, film, etc., to the GPO State Service Office for use in production of Agency printing. It has recently been determined that there is no accounting made to the Agency for the use of this material by the GPO Plant. Accordingly, this Division is going to undertake discussions with GPO to determine if there can be established a system of accounting for such material by the GPO Plant which will be mutually satisfactory to GPO and the Agency, and which will satisfactorily account for the use of such material furnished by this Agency.

3. OTHER ITEMS OF INTEREST

a. Employment of Consultant on Layout of Photographic Laboratory for New Headquarters Building - (continued item)

25X1A [REDACTED] has been contacted regarding undertaking the planning of the Photographic Laboratory for the new headquarters building. Following verbal discussion of this matter, a letter has been written to the company in order to obtain a formal indication of their ability to undertake this assignment.

b. Requisitions Reviewed - (continued item)

Four requisitions for copying devices were received and reviewed. Three Thermofax machines were approved; one each for WE Division, Office of Personnel and the Cable Branch, OCR. A requisition for a Transcopy machine was returned to the Office of Communication for further justification.

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